

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for ACCOUNT CLERK II

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Account Clerk II. The Court is recruiting for an Account Clerk II to process and maintain statistical or financial records. This position will be assigned to prepare deposits to be transferred to the County Treasury, process pre-deposit payments collected by the Sheriff's Department and the Department of Revenue Recovery and prepare the monthly claim to the State Controller's Office for Penal Code Section 4750 costs incurred by the Court and other County departments. This position is in the Operational Accounting unit and is located at the Gordon D. Schaber Sacramento County Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$1,128.00 - \$1,372.00 bi-weekly**
 \$2,453.00 - \$2,984.00 monthly

LAST DAY TO APPLY: **Monday, February 14, 2005 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by this Account Clerk II position include but are not limited to:

- Verifies documents for accuracy and completeness.
- Prepares deposit permits according to policies and procedures to deposit funds into proper accounts.
- Verifies data/information using printouts, calculator or oral communication to input or maintain accurate information.
- Completes various documents/forms to process requests, payments or claims.
- Reconciles or balances reports and accounts for further processing.
- Files information chronologically, numerically or alphabetically to maintain an accurate/organized filing system.
- Transfers calls or takes messages to deliver clear and accurate information.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in keeping or reviewing financial or statistical records.

Education Substitution: Education may be substituted for the required experience on the following basis: Such education shall have been in an accounting curriculum in an accredited four-year or two-year collegiate-grade institution, or in an accredited correspondence or business school. The accounting curriculum shall include elementary and advanced accounting, cost accounting, and accounting law. A Bachelor's degree, an Associate in Arts degree, or an Accounting Certificate which represents completion of all required course work in an accounting curriculum is equal to two (2) years of experience. Work completed as a volunteer or unpaid student intern will be evaluated on a case by case bases.

Completion of any two (2) of the following courses from an accredited four-year or two-year collegiate grade institution, or an accredited correspondence or business school, may be substituted for one (1) year of experience: elementary accounting, advanced accounting, cost accounting and accounting law.

Knowledge of:

Clear writing: using proper English grammar, punctuation, spelling vocabulary; standard methods of filing: alphabetic, numeric, chronological; English language to communicate; telephone procedures; arithmetic to make calculations and correct change: addition, subtraction, multiplication, division, percentages, decimals, fractions; keyboard and computer; basic clerical office practices and procedures; basic computer applications including spreadsheets; general principles, procedures and practices of record keeping.

Ability to:

Post and make arithmetical computations rapidly and accurately; operate various office machines and equipment used in work assignments such as word processing equipment, computer terminals, printers, adding machines, copying equipment, fax machines, telephone equipment, etc.; accurately proofread details, noting and detecting errors; calculate solutions to math problems involving addition, subtraction, division, multiplication, percentages, decimals, and fractions; understand and follow basic oral and written instructions; prioritize work and meet deadlines; read English at a level necessary to understand procedure manuals, policies and guidelines; write English at a level necessary to prepare correspondence according to specified format and record incoming information; speak English at a level necessary to communicate information clearly; follow policies and procedures; understand procedural manuals, policy guidelines, etc.; track/reconcile information between accounts and ledgers; deal tactfully with people; establish and maintain effective working relationships with others.

DESIRABLE QUALIFICATIONS:

- Cash handling and deposit preparation experience.
- Automated accounting system experience, preferably a SAP based system, particularly use of a General Ledger module.
- Experience with Microsoft Office programs including Excel, Word and Access.

SELECTION PROCEDURES:

The selection procedures are subject to change.

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Monday, February 14, 2005** (*or until filled*). Applications received by the final filing date of February 14, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- Have been working in your current classification and unit for at least six (6) months.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into this Account Clerk II position must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Monday, February 14, 2005** (*or until filled*). Applications received by the final filing date of February 14, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

ACCOUNT CLERK II SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your response **must be submitted** with your **court application**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your response will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe how your education and/or experience qualifies you for the Account Clerk II position.

2. Describe your accounting experience, particularly in the areas of balancing of monies from cash drawers/public counters and the preparation of deposits.

3. Describe your experience with automated accounting systems. Please include specific systems and modules you have used.

4. Describe your experience using various computer programs such as Word, Excel and Access.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen $\frac{1}{2}$ (13 $\frac{1}{2}$) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.